

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV0024131

Date Posted: 10/03/11

POSITION NO: 242395

Closing Date: 10/14/11

CLASS CODE: 1251

POSITION TITLE: Senior Programs & Projects Specialist

DEPARTMENT NAME: American Recovery and Reinvestment Act

DEPARTMENT NO: 2 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R67A

Days: Mon- Fri.

Permanent: ☐

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary: ☒

Duration: 6-8 months \$ 49,067.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 23.59 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Collect data on a bi-weekly basis from other department/division program manager to track expenditures. The Navajo Nation ARRA office will work closely with all NN departments, standing committees of the Navajo Nation Council, & NN Washington Ofc. Request all ARRA recipients to give detail reports on the number of jobs implemented and the overall increase in community employment or number of clients that received services. Provide bi-weekly reports indicating status of projects. Provide high level assistance in analyzing, developing and achieving short and long-term goals and objectives; Identify funding sources and requirements, policies and procedures; prepare and deliver related training to program or project staff. Develop an effective relationship among the Navajo Enterprises, Indian Health Service, Bureau of Indian Affairs and other entities to insure ARRA reporting and guidelines are being met. Assist with identifying line items for each category within the budget. Develop budget protocol in use of ARRA funds following the ARRA federal, state, and NN guidelines. Assists with the preparation of meetings and events. Assist in development of budget proposal; perform a variety of administrative functions including drafting of budget guidelines and justifications, monitoring expenditures and approvals, reviewing contract issues and plans, preparing reports, correspondence and presentations related to project or program activities; issue, monitor and evaluate progress, analysis and interpretation of program activities and results.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Public or Business Administration or a closely related program discipline; and six (6) years of responsible program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**Experience:**

(Working for any government office in any capacity for at least two years; Knowledge of Navajo Nation Government and Federal Government. Excellent communication and writing skills), **preferred**.

**(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program/project responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures. skill in developing and analyzing program operating systems, procedures and controls. Skill in preparing and developing documents and reports, computer databases and spreadsheet files. Skill in managing staff and complex internal relationships maintaining open communication and effective working relationships, providing advise and direction to subordinate staff.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**License/Certification Requirements:**

Valid state driver's license and obtain within 90 days of employment a Navajo Nation Vehicle Operator's Permit, **preferred**.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**